

Reduced to 4 days 2-18-15



Susan Pamerleau

Sheriff

Bexar County, Texas

NOTICE OF PROPOSED SUSPENSION

Employee: Charles Glaze #1383 Emp. #32679 East Patrol "C" Shift
Date: September 26, 2014

You are hereby notified that the Bexar County Sheriff's Office (BCSO) proposes to suspend you without pay for a total of five (5) days.

You are being suspended for having violated the following rules and procedures:

Bexar County Sheriff's Civil Service Rules (CSR):

5.03 Absence without leave

Bexar County Sheriff's Office Manual of Policy and Procedure (MPP):

6.04 Reporting for Duty

The specific reasons for this action are:

On 08-28-14, you submitted a time off request for 09-18-14 and 09-19-14, requesting personal time off. On Monday, 09-15-14 we had spoken about your time off request in my office, at which time you advised me that regardless if your time off request was approved or denied you were going to "call in". On 09-16-14, I denied your time off request due to (3) other individuals having requested that night off, which is the maximum allowed on Friday nights. A copy of the denied time off request slip was emailed to you on 09-17-14. On 09-18-14 at approximately 2100 hours you contacted me via telephone and advised me that you would not be able to report for duty due to you being on your motorcycle and the inclement weather, despite the fact that you were expected to report for duty that night. You also "called in" in conjunction with your relief days, which are Saturday and Sunday.

The corrective action required:

You are to read and become familiar the Bexar County Sheriff's Office Policy and Procedure chapter 5.03. You are also to read and become familiar with Bexar County Civil Service Rule 6.04. You will further ensure that your job performance and work product is at an acceptable and satisfactory level and those not continue to deteriorate.



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Sheriff

Bexar County, Texas

It is imperative that you report for duty on your scheduled days. Be advised that continuing to perform your duties at a poor and unsatisfactory level may result in your termination with the Sheriff's Office.

You are informed and advised that you may respond to this Notice of Proposed Suspension to the undersigned, in person or in writing, to explain or countervail said specific charges. Your written response must be received and time stamped by the Shift Commander no later than the fifth (5th) business day following receipt of this document.

Sgt. Ray Ortega #730

East Patrol "C" Shift Supervisor

The Foregoing Document was served upon Deputy Charles Glaze #1383 on 01/26, 2014 by:

Sgt. Ray Ortega #730

Printed Name/Badge of Server

Sgt. Ray Ortega #730

Signature of Server

I acknowledge receipt of this Document.

LC #1383

Signature of Employee

Original: 1) Personnel File
3) Section File

2) Employee
4) Employee Disciplinary/Grievance Technician